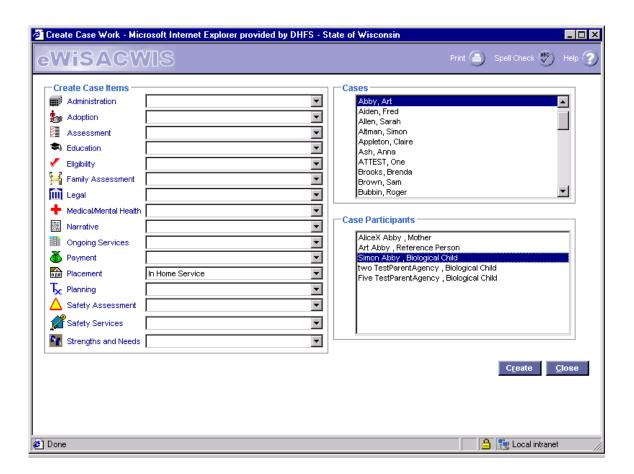
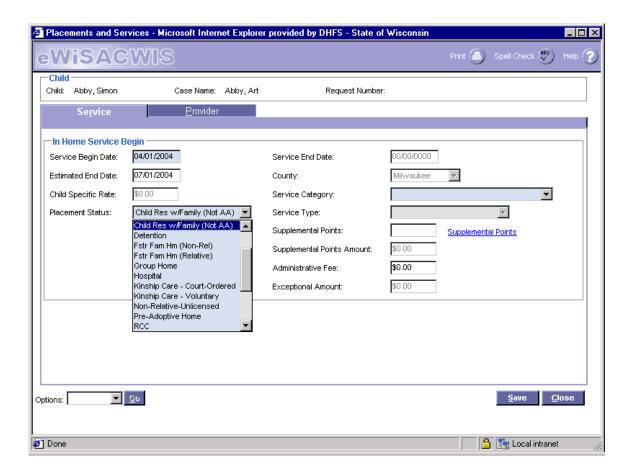
## **Creating An In Home Service**

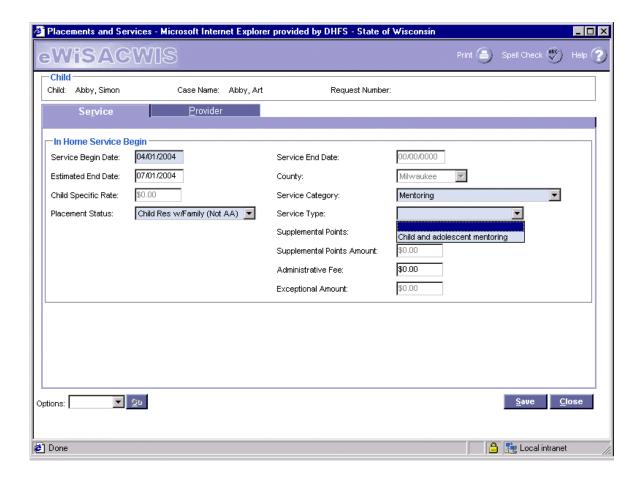
- 1. From the desktop, go up to Create >Casework. This will bring you to the Create Casework Page.
- 2. Under the Item category, go to Placement. Select In Home Service, the Family Case and the person who is subject to the service.
- 3. Once completed, select Create.



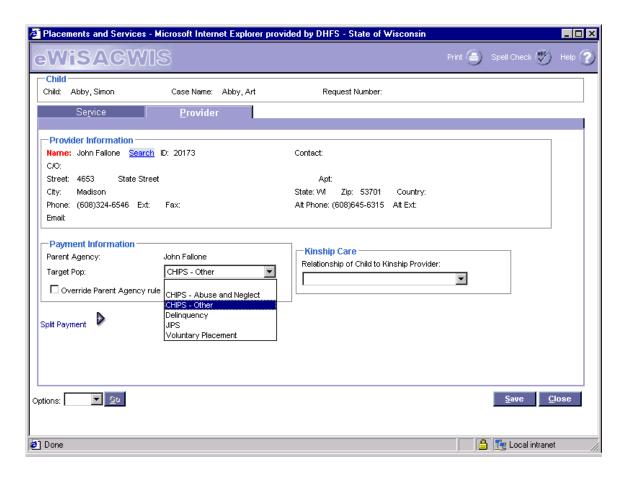
- 4. Now you are at the In Home Services page. The page is designed to document services for participants that live at home. This page is similar to the Out of Home Placement Page.
- 5. The first box will populate with the participant's name and the case name.
- 6. The In Home Services box will document the day the service began, an estimated end date, and the placement status of the participant. The placement status has drop down values from which to select. The child specific rate will not allow anything to be entered.



- 7. On the right side of the In Home Service box contains the Actual Service End Date, County, Service Category, and Service Type.
- 8. The Service End Date can not be completed at this time. The Service needs to be approved by the supervisor before an end date can be entered. The County refers to the county the agency requesting service is located.
- 9. The Service Category and Service Type have drop down values. The Service Category needs to be selected first as it determines the drop down values for the Service Type. Supplemental Points and the Exceptional amounts can not be entered. They pre-fill from the Rate Setting Page. The Supplemental Points hyperlink will show how many points have been approved for each category. If there is an Administrative fee, this field is user entered.
- 10. Once completed, select the Provider type tab.



- 11. The Provider Information box is blank at this time. In the box, is a Search Hyperlink. Click on the Hyperlink to go to Provider Search.
- 12. Search out the Provider, as one would normally use the Search function. Select the Provider that you wish to use and click the Continue button. The Provider information will populate the Provider Information box.
- 13. In the Payment Information box, select a value from the drop down list.
- 14. The Split Payment Expando is used for Adoptions only.
- 15. The Kinship Care box is used to identify the relationship of the Child to the Caretaker.
- 16. Under the Options field is a text drop down value. The text option will open a blank Word document.



- 17. Once the Provider Tab is completed, return to the Service Tab to send for Approval.
- 18. On the Service Tab, go to the Options field, select Approve and click Go. This will begin the Approval process and send it to your supervisor for Final Approval.